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SUBJECT: Questions and Answers in the CACFP

CACFP – 97
CACFPDCH – 87

TO: Authorized Representatives

FROM: Child and Adult Nutrition Services

This information should be shared with the appropriate personnel and the original should be placed in the numbered memo notebook from Child and Adult Nutrition Services. The memo is also available on the Child & Adult Nutrition Services website.

Child Care Centers

1. Q. Can sign-in/sign-out records be substituted for hours and days in care on Child Enrollment Forms and subsequently used to do the five-day reconciliation of records?

A. Yes, if sign-in sheets are required by the state agency or state licensing, and these other conditions apply:

- The sign-in sheet captures the time the children arrive at and depart from the child care facility
- Each day, the sign-in and sign-out times are signed or initialed by a parent or guardian.

2. Q. An outside-school-hours center has school age children in care all day in the summer. When these children are in care all day in the summer, would enrollment forms be required?

A. Yes, enrollment forms would need to be collected on these children for their summer care according to CFR 226.15 (e)(2). As school is no longer in session, these children are no longer participating in an outside-school-hours program.

Cost Allowable/Unallowable

3. Q. Can audit funds be used for the cost of video taping a training session and developing/printing brochures to accompany training on topics that consistently come up as errors during reviews/audits?

A. Yes. As stated in CACFP-569, the use of one percent audit funds are allowed to provide training or technical assistance to CACFP organizations and state staff in Program areas where problems are identified during audit or review activities. Video taping and materials development would be included. Training on regular program information must be paid for with SAE funds.

4. Q. Can a family day care home sponsor use administrative money for a website used for outreach and advertising purposes?

A. Yes, if the State Agency has determined the cost would be reasonable for the sponsor to develop and maintain the website. With prior approval, public relations cost for pamphlets, news releases, and other informational services (of which websites are included), are allowable to “(a) inform individuals, groups or the general public about the CACFP, or (b) increase an institution’s participation”. If the website does additional things beyond (a) or (b) the cost may have to be allocated accordingly. Advertising and public relations costs are addressed in 3 (a)(2) of FNS Instruction 796-2, revision 3.

Income Eligibility

- 5. Q. When one Child Nutrition Program (CNP) institution shares an income eligibility determination for a child with another CNP institution and later determines a different eligibility for that child (due to change in income), must the determining institution notify the recipient institution of the child's new eligibility determination?**
- A. No, CACFP-781 states that households are no longer required to report changes in circumstances, such as an increase in income. Once properly approved for free or reduced price benefits, a household will remain eligible for those benefits for a period not to exceed 12 months.
- 6. Q. Does CACFP-781, Free and Reduced Price Meal Eligibility Determinations Reauthorization 2004, apply to Tiering determinations that involve income and household size?**
- A. Yes, CACFP-781 applies to all households, including children's and provider's households applying for Tier I status as well as household applying for free and reduced price meals. As in No. 17 above, a properly approved household will remain eligible for free/reduced price benefits for a period not to exceed 12 months from the time they were approved.
- 7. Q. Is a provider who is determined eligible for Tier I benefits based on reporting a zero income automatically eligible for 12 months?**
- A. No. The providers Tier I status must be reevaluated after 45 days, at which time child care payments received from parents during the previous 45 days would be counted as part of the household's income. (Eligibility guidance for FDCH 5/97)